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10 February 1960

MEMORANDUM FOR: Special Support Assistant/DDS

SUBJECT : Letters of Authorization for Representation Allowance

REFERENCE : SSA/DDS Memorandum Dated 3 February 1960, Same Subject

1. I am inclined to think that representation allowances should be continued on the basis of an anniversary year from the date a Chief of Station reports for duty.

2. As long as this allowance is personal to an individual and not automatically extended to a position, the following difficulties could arise if it were on a Fiscal Year basis:

(a) When Chiefs of Station are replaced in a Fiscal Year, both the outgoing and incoming Chiefs of Station incur heavy entertainment expenses in turning over the contacts. A Fiscal Year limitation, in all probability, would be insufficient to cover these "seasonal" expenses whereas under our present system both Chiefs of Station have their authorized annual authorization at their disposal.

(b) It would be practically impossible to determine an amount to authorize for an incoming Chief of Station in his Letter for the remaining portion of the first Fiscal Year because of the lack of information on expenditures in that year by his predecessor and the extent of necessary entertainment expenses in the "turnover."

3. As an alternative, I suggest that consideration be given to eliminating the monetary limitation and that the authorizations

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contained in the Letter of Authorization to Incur Representation Expenses be contained in the Letter of Instruction. Monetary control would be then exercised through allotments and post review of the object class for representational allowances as to the reasonableness of expenditures incurred.

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Chief, WE/Support

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